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**BUREAU OF MUNICIPAL RESEARCH**

423-4 SECOND NATIONAL BUILDING

AKRON, OHIO

REPORT ON STANDARDIZATION OF SALARIES  
AND GRADES FOR THE CITY OF AKRON, WITH  
RECOMMENDATIONS.



REPORT ON STANDARDIZATION OF SALARIES  
AND GRADES FOR THE CITY OF AIRON, WITH  
RECOMMENDATIONS.

PREPARED AND SUBMITTED TO THE FINANCE  
COMMITTEE OF THE COMMON COUNCIL  
NOVEMBER 12, 1917.



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SCHEDULE A.

STANDARD SPECIFICATIONS OF PERSONAL SERVICE FOR  
THE CITY OF ALCORN, INCLUDING STANDARD TITLES,  
SALARIES, DUTIES, DEFINITIONS, AND MINIMUM QUAL-  
IFICATIONS.



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BUREAU OF MUNICIPAL RESEARCH,  
727 Second National Bldg.,  
Nov. 12, 1917.

Finance Committee of the Common Council,  
City Hall,  
Akron, Ohio.

Gentlemen:

Pursuant to the provisions of the following resolution which was introduced at the meeting of the Common Council on January 22, 1917 and read and referred to your honorable Committee, the Bureau of Municipal Research undertook to make an investigation and report a plan for standardizing salaries and grades in the city service.

"That the President of Council is hereby authorized and instructed to appoint a committee of council to investigate and report to Council recommendations as to proper and equitable salaries for the various officers and employes of the City of Akron, based upon the nature of the work, previous education, experience, length of service with the city, and such other matters as may properly be considered in arriving at a reasonable just and equitable schedule of salaries, and that the Mayor of said city, and the Bureau of Municipal Research be requested to cooperate with and assist said committee in making such report."

For the purpose of facilitating the work of your Committee the Common Council passed the following resolution on July 23, 1917.


"Whereas, heretofore, the question of standardization of salaries has been referred to the Finance Committee of Council,

Whereas, the Finance Committee of Council has requested the assistance of the Bureau of Municipal Research, now, therefore

Be it resolved by the Council of the City of Akron, State of Ohio;

Section 1. That the Bureau of Municipal Research is hereby authorized to obtain from officers and employes of the city the necessary information to enable it to make a report on a standardization of salaries and wages paid by the city."

This investigation thruout has been a cooperative one. Without exception officials and employes from the Mayor of the city, down, supplied every facility to the Bureau in its study. All have shown a willingness to assist in bringing out the facts which were required as a basis for the study,



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and have given freely of their time and thot to the subject. This cooperative spirit is well expressed in the letter of the Mayor to the Heads of all departments written under date of August 28, 1917.

"To the Heads of All Departments:

In conformance with the request of the City Council the Bureau of Municipal Research is about to start the study of salary standardization for Akron.

To make this study comprehensive and in detail, it is essential that the Bureau have the hearty cooperation of the Department Heads.

I am sending with this letter forms to be filled out by each member of your staff. This information must be in detail and absolutely in accordance with facts. Department Heads are to read these cards carefully and approve them before forwarding to the Bureau.

The Council and myself would like to have the findings of the Bureau available for the 1918 Budget. It is therefore strongly urged that all Department Heads see that this work is done promptly.

Very truly yours

Mayor"

It is to be hoped that this willingness of the departments to have an unbiased impartial study made by an outside organization and their hearty cooperation and approval of those sections of the report which effect their department, will strengthen still further the confidence of your Committee, the Common Council and the public in the findings of this report.

The Bureau has considered very carefully and conscientiously the duties, qualifications and compensation which should attach to each of the 80 or more positions in the city service and has endeavored to be absolutely fair; just and impartial in its recommendations. In every case, it has endeavored to rate the position without regard to the present incumbent.

This report with its recommendations as submitted to you herewith is based, therefore, upon months of intimate first hand study and acquaintance with the work and requirements of each position, in the city service, and upon a very thoro study and analysis of the best that has been done along this line in other cities.



The very nature of the report will preclude the possibility of these findings holding good for many years to come, as must necessarily be the case in any organization which strives to adapt itself to changing conditions. A re-adjustment of the standards will be necessary within the next three or five years, but this will be done automatically by the Civil Service Commission when once the standardization program has been adopted.

In transmitting the report, the Bureau of Municipal Research wishes to express its appreciation of this opportunity for service offered it by your Committee.

Yours very truly,

BUREAU OF MUNICIPAL RESEARCH,

By *D. C. Sowers*

Director.





## INTRODUCTION.

### SIZE AND IMPORTANCE OF THE PROBLEM.

An examination of the budget for 1917 shows that there are approximately 390 persons in the employ of the City of Akron, exclusive of the Library and the Municipal University. The aggregate annual salaries of these persons is about \$150,000 which is 40% of the total budget of the city for operating purposes.

It is important from the standpoint of the 2000 men, women and children who are directly dependent for their bread and butter upon the distribution of this \$450,000 each year and also very important from the viewpoint of the 150,000 men, women and children whose health, comfort and happiness depend upon the work of their 390 public servants, that this expenditure shall bring the largest possible returns in service.

### THE HUMAN FACTOR IN THE PROBLEM.

Every thoughtful employer recognizes today that the greatest business problem is the human problem of labor and the wise handling of men. He knows that managing employees, selecting, assigning, directing, supervising and developing them is the one phase of management which is most difficult to handle. Private corporations have created employment departments for the purpose of selecting and engaging employees, looking after their physical health, training and developing their natural abilities and promoting a spirit of cooperation, contentment and goodwill thru varied welfare activities, to the end that the standard of efficiency of the working force may be raised and employees may render as nearly as possible 100% to their employers. The aim of the modern corporation is to be an ideal employer.

### PRESENT EMPLOYMENT CONDITIONS IN THE CITY SERVICE.

The employment conditions in the city service nowhere approach the standards of our best privately conducted businesses. Up to the present time, the salaries of the employees of the city of Akron have not been determined scientifically with reference to the market value of the work performed. It is a matter of current knowledge that salaries are fixed by accident, expediency or political preference. Increases in salary have been irregular, uncertain and too often without regard to the relative merits of employees.

The shortcomings of the present system in Akron are similar to those found in every other city where studies have been made and may be briefly summarized as follows:





by the Civil Service Commission. In all payrolls or accounts of salary and wages submitted to the Commission for check and certification as to legality of employment and to the Auditor and Treasurer for payment, standard titles shall be used to designate the positions. No payrolls or accounts of salaries and wages shall be authorized or paid by the city Auditor unless they bear the signature of the office of the Civil Service Commission.

Section 7. All entrance or promotional appointments to positions shall be at the initial rate of the grade except where it is provided in special regulations of the specifications that entrance rates for that purpose shall be fixed by appraisal.

Advancements within each grade shall be made from one rate to the next higher rate and shall be based upon at least one year of satisfactory service, except where a definite period of service is provided in the specifications and such advancement may be made without change of duties or examination.

Promotion from one grade to the next higher grade shall involve a change of duties and shall be made only when a vacancy has been created by resignation, transfer, death or dismissal or when a new position shall have been created. Promotion shall be made as far as practicable after a competitive examination.

Section 8. No person holding a position in the city service to which this ordinance applies and for which a definite salary or compensation has been designated shall receive any extra salary or compensation in addition to that so fixed.

Section 9. All ordinances or parts of ordinances contravening this ordinance are hereby repealed.

Section 10. This ordinance shall take effect and be in force from and after its passage and publication.



## APPENDIX "A"

### TENTATIVE DRAFT OF AN ORDINANCE.

#### PROVIDING FOR THE ADOPTION OF STANDARD SPECIFICATIONS OF PERSONAL SERVICE IN THE CITY OF AKRON.

Section 1. The classification schedules and specifications of services, titles, duties, and compensation of employments in the city service as set forth in the specifications for personal service known as Schedule A which is contained in the report of the Bureau of Municipal Research submitted under date of November 12, 1917, which Schedule A is hereto attached, are hereby adopted.

Section 2. The specifications for personal service will apply in their entirety to all positions in the Classified Civil Service to be filled after this ordinance becomes effective and shall be applied to all present positions as rapidly as the Civil Service Commission can regrade existing positions and establish eligible lists.

Section 3. Appropriations and payments of compensation provided for offices and employments in the city service shall be uniform for all positions having substantially similar work requirements and similar training and experience and the schedules and specifications adopted in this ordinance shall be the basis of employment control in the city service.

Section 4. The Civil Service Commission is hereby designated as the central agency for enforcing the provisions of this ordinance. It shall have power to amend from time to time the qualifications and promotion requirements for personal service contained in Schedule A. It shall have power to establish and enforce rules and regulations governing time and service records and ratings for all employes in the city service which shall be required as a basis for approving and certifying payrolls and as a factor in granting promotions from one grade to another.

Section 5. All departmental requests for new positions for filling vacancies or for proposed changes in the standardization specifications shall be sent directly to the Civil Service Commission which shall promptly investigate and determine whether the position is in fact new, or whether the changes are in accordance with its rules and regulations. In case of new positions, the Commission shall establish titles, duties, qualifications and rates of compensation and shall transmit such requests to the Common Council with its recommendations.

Section 6. In all salary ordinances, budget requests, reports of the creation of new positions or of changes in existing positions, there shall be included only those standard titles adopted herein and included in the specifications for personal service, and such titles as shall be approved hereafter



1. No equitable and logical basis for fixing compensation in relation to duties and market value of services has been worked out. Many inconsistencies in salaries exist. Different employees are paid different salaries for the same kind and character of work. Employees performing miscellaneous clerical work of a standard which would reasonably require a compensation of from \$700 to \$1200 and which should be classified under one standard title "Assistant Clerk" are now receiving a variety of salary rates from \$540 to \$1500 under four different titles.

2. Lack of proper qualifications and training of employees to perform the duties of their positions. Many city employees are unqualified to perform properly their regular duties. This is due to the absence of standard requirements for the various positions.

3. Lack of standards governing promotions. Promotions are based upon personal preference or "political pull". Time records or efficiency records are unknown. There are no graduated salary advances to which a conscientious, efficient employe may reasonably look forward to securing as a reward for faithful and efficient service.

As a result of such employment conditions, there exists a condition of stagnation and indifference in the city service. City service is not attractive to the best talent in professional life, business, university, and schools. In the case of many positions, private employers do not regard experience in the city government as a good recommendation. Ambitious young men do not regard the experience gained in the city service as valuable or profitable due to the lack of proper leadership and strict working standards. The city pays practically no attention to the welfare of its employes after they have obtained appointments.

Conditions Peculiar to Akron. In addition to the general conditions above enumerated which apply to all cities, which have not adopted standards, the situation is further complicated in Akron by the fact that the city must compete with the large rubber companies for employes. These large companies carry on a nation-wide advertising campaign for new employes, pay wages equal to or better than in many lines of industry and offer far greater opportunities for material advancement than government employment. It is imperative that the city meet this competition by paying sufficiently high wages to attract and hold capable men and by maintaining sufficiently high standards of qualifications so that it will not be placed in the position of having to employ men who have not made good with the rubber companies. Another factor in the situation is the lack of housing facilities which makes living in Akron difficult and expensive.





## III.

### OBJECT OF STANDARDIZATION OF SALARIES AND GRADES.

The standardization of salaries and grades attempts to accomplish the following purposes:

1. Determine the duties of each position in the city service and fix the salary according to the value of this work to the government. The job and not the person is the basis of measure. This is a matter of justice and fair dealing to all concerned.

2. Establish standard minimum requirements of training and experience for each position, which must be met by all persons before they may be eligible for appointment to the position. This protects the city against the appointment of incompetent persons for political or personal reasons.

3. Establish definite lines of promotion with gradually increasing salaries. This will make municipal appointment more attractive to men and women, will afford better opportunity for advancement and will make the public service a real profession in which men and women may enter and make plans for the future with fair chances for success. The standardization of salaries and grades is an effort to establish justice and fair dealing between the city and its employees. It is a movement toward making the city a model employer.

### ADVANTAGES WHICH WILL RESULT FROM STANDARDIZATION.

Definite advantages will accrue to the taxpayers and citizens thru the elimination of sinecures and inequalities in payment. Indirect advantages will result from the more businesslike and economical administration which is possible where the organization is composed of employees especially chosen on account of fitness and ability and from the higher output which is possible when employment conditions are made attractive.

The plan will benefit the Common Council and city officials who make appointments by relieving both from importunities of friends and neighbors to place their friends in city positions, or to increase salaries of persons already in the service for personal reasons. It will simplify the problem of fixing salaries and wages by relieving the Council of these minor problems of administration. When properly installed and operated, there will be available a list of qualified persons for various city positions from which selection may be made in case of vacancies.





#### IV.

The standardization plan will furnish the Civil Service Commission a sound basis for employment control. The Standard specifications of duties and standard qualifications as to training and experience will furnish a basis for standards of examinations and for regulations as to entrance, promotion, transfer and control of output.

The plan will benefit the employee by insuring uniformity of pay for equal work, by providing opportunity for advancement and by making the city service more attractive thru the opening up of a real vocation.

#### HOW THE STUDY WAS MADE.

The following main steps were taken in carrying out the investigation.

1. Reports were obtained from other cities and states which have made standardization studies and these were studied and analyzed. The most important report on the subject is the New York report on Standard Specifications of Personal Service, prepared by the Bureau of Personal Service in April 1917. Other valuable reports which were available and used are listed in the bibliography accompanying this report

2. Requests were sent to 26 selected cities in the same population group as Akron for copies of their last budget and copies of the rules and regulations of the Civil Service Commission. Comparative salary data was obtained and tabulated from the following cities; New York, Boston, Baltimore, Hartford, Bridgeport, Milwaukee, Detroit, Houston, Richmond, Minneapolis, Yonkers, Jersey City, Los Angeles, and Dayton. This information was summarized in a table giving the lowest, highest and average salary paid for each position having duties of similar nature and scope and the salary paid in Akron. This table afforded one source of information in arriving at the market value of positions in the city service.

#### EXHIBITION I.

3. Information relative to the duties, work and requirements of each position in the city service was obtained on printed cards which were distributed to and filled in by individual employees. These cards were then approved by the official in charge.

4. Thru the cooperation of private establishments in Akron, the salaries paid in a number of industries for positions similar to those in the city service were obtained. This source afforded in some respects the most valuable information obtainable for arriving at the market value of positions, since in Akron the city must compete with the large rubber manufacturers who carry on a nation-wide advertising campaign for new employees.



## V.

5. Conferences were held with administrative officials, the Civil Service Commission, the Finance Committee of the Council and every effort has been made to establish cooperative relations.

On the basis of the conclusions reached as a result of the above study and analysis, the Bureau formulated a plan of classification and standards as set forth in in the following section of this report.

### CLASSIFICATION, STANDARD SPECIFICATIONS AND STANDARD SALARY RATES

The classification of the personal service of the City of Akron has been divided into two main groups, namely, the Unclassified Service and the Classified Service.

The Unclassified Service comprises the following positions which are exempt according to the provisions of section 486 of the Ohio Civil Service law.

#### ELECTIVE OFFICES.

President of Council	Judge of Police Court
Councilmen	Justices
Mayor	Treasurer
Auditor	Police Court Clerk
Solicitor	

#### APPOINTIVE OFFICES.

Service Director	Deputy Auditors(2)
Safety Director	Asst. Solicitors(2)
Health Officer	Sec. to Solicitor
Council Clerk	Director of Charities
Library Staff	University Staff.

The Classified Civil Service comprises the following distinct groups of service. The grouping of employment is determined by the nature of the duties performed rather than upon departmental lines.

Executive Service  
Professional Service  
Investigation Service  
Inspection Service  
Institutional Service  
Clerical Service  
Police  
Fire  
Skilled labor  
Unskilled labor.

Each service group is divided into definite positions. Each position is standardized by determining and fixing four elements.



## VI.

1. Standard Titles
2. Standard Duties
3. Standard Qualifications
4. Standard Rates of Compensation.

### STANDARD TITLES.

The titles have been made descriptive of the duties performed and each title represents an employment sufficiently distinctive to warrant a civil service examination. It is contemplated that a person may be appointed under a given title and be assigned to work in several different departments, as for example, a person appointed under the title of Assistant Engineer may be assigned to work either in the City Engineer's office or in the Engineering Department of the Water Works.

### STANDARD DUTIES.

The description of duties is intended to indicate the importance and responsibility of the position so as to clearly mark off the limits of one position from another and is intended to furnish the basis for fixing the compensation and determining the scope of the original or promotional examination thru which the employe enters the position. Examples of duties are cited for illustrative purposes only and are not intended to be exhaustive.

### STANDARD QUALIFICATIONS.

Under qualifications are specified the minimum standards of ability, experience and training which are necessary for a person to perform properly the duties specified under the title. It is the function of the Civil Service Commission to satisfy itself, thru investigation and examinations, that persons meet these standards.

### STANDARD RATES OF COMPENSATION.

Under this heading is given the range of salaries which will apply to all incumbents of the position; the minimum or maximum limits of salary ranges are given and the increases in salary which will become effective from year to year.

The following schedule of salary increments has been adopted in the standard specifications.

For salary ranges from \$540 to \$1200	annual increments of \$60
For salary ranges from \$1200 to \$1800	annual increments of \$120
For salary ranges from \$1800 to \$2400	annual increments of \$180
For salary ranges from \$2400 to \$3000	annual increments of \$240
For salary ranges above \$3000	annual increments of \$300





This policy of increasing the annual increment as the salary increases is in line with the practice in other public and private employment.

For the purposes of simplifying the accounting and auditing procedure, standard rates divisible by 24 have been established since employees are paid semi-monthly. This will reduce to an appreciable degree the amount of clerical work involved in the preparation and checking of payrolls.

In granting salary increases, it is recommended that they should be based upon service records which give evidence of meritorious service; that the increase be made only in the preparation of the annual budget in January and that no changes be made in July; that the length of service required at one rate before advancement to the next rate be one year; that increases in the lower grades be more nearly automatic than in the higher grades and increases in the higher grades shall depend upon special service and positive achievement rather than upon length of merely satisfactory service; that the amount of money available for increases be determined largely by the amount of unexpended balances in the funds which accrue thru not filling vacant positions, eliminating unnecessary positions or thru filling vacancies at the lowest rate in each grade, which plan will serve to encourage departments to economize.

#### RELATION OF STANDARDIZATION PROGRAM TO THE CIVIL SERVICE COMMISSION.

There is a close relationship between the work of the Common Council in establishing standard salaries and grades and the work of the Civil Service Commission in applying these standards to each individual employee.

It is the function of the Common Council, the legislative body, to create and fix the compensation for positions in the city service, and it is the function of the Civil Service Commission to enforce the civil service principles set forth in the laws of Ohio as to entrance, advancement, transfer and retirement. For example, the Common Council can fix the standard requirements and the standard compensations for each position and the Civil Service Commission is responsible for the application of these standards to individual employees.

The proper enforcement of the Civil Service law requires the services of a full time clerk and certain office equipment and supplies to carry on the work. A minimum appropriation of \$2500 should be provided for the Civil Service Commission in exercising employment control over the 390 employees in the city service and in safeguarding the expenditure of the \$450,000 annually spent for personal service.





## VIII

The duties of the full time clerk would comprise the following:

Adoption and enforcement of rules and regulations governing applications, examinations, appointments, removals and transfers.

Holding examinations for each position in the city service and maintaining an eligible list of qualified persons for the various positions.

Devising, installing and exercising supervision over time and efficiency records as a basis for checking up the efficiency of each employe and for checking and certifying the semi-monthly payrolls.

Preparing standard specifications for all new positions for adoption by the Common Council and the Civil Service Commission.

### CONSTRUCTIVE RECOMMENDATIONS AND NEXT STEPS.

The following summary recommendations and next steps are given which should be taken by the Common Council and the Civil Service Commission in order to make effective the work which has already been done on the standardization program.

1. That the schedules and specifications for personal service included in Schedule A, of this report be adopted by the Common Council by ordinance. (Draft of the suggested ordinance is given in Appendix A of this report.)
2. That the Civil Service Commission adopt the complete specifications for personal service as set forth in Schedule A of this report.
3. That the Common Council authorize expenditure of not less than \$2500 for the use of the Civil Service Commission during the year 1918.
4. That the Civil Service Commission appoint a full time clerk to enforce the provisions of the Civil Service law and to draft a complete set of rules and regulations. The Bureau of Municipal Research hereby offers its services to the Civil Service Commission in preparing a complete set of rules and regulations.
5. That the Common Council designate the Civil Service Commission as the central agency to uphold the standardization program, develop the system and make such changes in the schedules and specifications as may be necessary.



## IX.

6.. That the standard rates of compensation shall be applied in the 1918 budget ordinance, and in the re-adjustment of salaries of present positions to conform to the new standards, the employe, shall be given the next higher salary as provided for in the standardization schedule.



EXECUTIVE SERVICE.SUPERINTENDENT OF PUBLIC WORKS.

## DUTIES

The duties of the Superintendent of Public Works are to supervise and be responsible for the maintenance of sewers or highways, or both, of the entire city.

## QUALIFICATIONS.

Evidence of training, either educational or practical in specialized public works and the ability to lay out and supervise work for a number of gangs.

## COMPENSATION

Range of annual compensation \$1680 to \$2100  
Salary rates, \$1680, \$1800, \$1920, \$2100.

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SUPERINTENDENT OF WATER WORKS.

## DUTIES

The duties of Superintendent of Water Works, which require the highest degree of executive ability and technical training and wide experience in water works management, are to assume responsibility for the management of the entire water works, including pumping, filtering, distribution, metering, collection of water rents, extensions of water works, etc.

## QUALIFICATIONS.

Evidence of the completion of a technical course in a college or university of recognized standing and wide experience in water works management or such other experience as the Civil Service Commission may require.

## COMPENSATION

Range of annual compensation \$3000 to \$3900  
Salary Rate \$3,000, \$3,300, \$3,600, \$3,900



SUPERINTENDENT OF SEWAGE AND GARBAGE DISPOSAL.

## DUTIES

The duties of Superintendent of Garbage and Sewage, which require executive ability, are to be responsible for the operation of sewage disposal plant and to supervise and direct the work of employees at the sewage disposal plant. They also embrace the weighing and checking of garbage collection and the investigation of garbage complaints.

## QUALIFICATIONS

Knowledge and training in the supervision of the sewage disposal plant and garbage reduction, or such other qualifications as the Civil Service Commission may require.

## COMPENSATION

Range of annual compensation \$1680 to \$2100  
Salary rates \$1680, \$1800, \$1920, \$2100.

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SUPERINTENDENT OF STREET CLEANING.

## DUTIES

The duties of Superintendent of Streets are to be responsible for the regular operations of the street cleaning department including the supervision, inspection and reporting of the work of cleaning streets, the operation, collection, removal and dumping of dirt, refuse or snow, the removal of incumbrances from the streets and the inspection and care of property belonging to the department and for the inspection of the department forces in routine or special operations carried on by the department.

## QUALIFICATIONS.

Evidence of at least five years experience in street cleaning and street sanitation and evidence of ability to organize and handle large numbers of men, or such other qualifications as the Civil Service Commission may require.

## COMPENSATION

Range of annual compensation \$1500 to \$2100.  
Salary rates \$1500, \$1620, \$1740, \$1920, \$2100.





PROFESSIONAL SERVICECHEMICAL GROUP.BACTERIOLOGIST.

## DUTIES

The duties of the incumbents of these positions are to examine various body exudates and cultures of the same for the presence of disease germs; to be responsible for bacteriological examinations; to independently perform research work and to make new culture media.

Examples.

Making chemical and bacteriological examinations of milk, water, etc.  
Examining specimens of sputum, diphtheria cultures, etc.  
Producing toxins, anti-toxins and vaccines.

## QUALIFICATIONS.

A medical degree granted at the completion of a standard course of instruction in a medical school or university of recognized standing; or completion of the course in bacteriology or chemistry in a college or university of recognized standing. Experience in a bacteriologic or biological laboratory.

## COMPENSATION

Range of annual compensation \$1800 to \$2700  
Salary rates, \$1800, \$1980, \$2160, \$2340, \$2520, \$2700.

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ASSISTANT CHEMIST.

## DUTIES

The duties of the Chemist are making chemical and bacteriological analysis and doing research work under supervision.

Examples

Taking charge of the analyses of asphalt, milk, water, etc.  
Making media for water tests.  
Microscopic tests of samples of water, etc.  
Chemical and bacteriologic examinations of water.



## QUALIFICATIONS

A degree in science granted for a standard course in chemistry or physics in a college or university of recognized standing or proof of other training, equivalent in the opinion of the Civil Service Commission to the above. Not less than one years appropriate experience in a chemical or physical laboratory.

## COMPENSATION

Range of annual compensation \$1500 to \$2100.  
Salary rates \$1500, \$1620, \$1740, \$1920, \$2100.

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## CHEMIST.

## DUTIES

The duties of Chemists are to supervise and direct the work of Assistant Chemists and of other assistants and to initiate and carry out chemical and physical research work.

These positions require a high degree of skill and judgment in chemistry and physics and administrative ability.

## Examples

Supervising the work of the entire force in a laboratory.

## QUALIFICATIONS

Minimum as prescribed for Assistant Chemist. If by promotion, not less than two years as Assistant Chemist and if by open competitive examination, not less than three years experience in conducting chemical or physical laboratory.

## COMPENSATION

Range of annual compensation \$2160 to \$2700.  
Salary rates, \$2160, \$2340, \$2520, \$2700.



ENGINEERING GROUP.ENGINEERING ASSISTANTS.

## DUTIES

The duties of these positions are to perform under supervision elementary engineering work in field or office and simple engineering computations.

Examples

Using surveying, measuring and drafting instruments.  
Inspecting or investigating engineering work under supervision.

## QUALIFICATIONS.

Graduation from a college or university or proof of other training which the Civil Service Commission may deem its equivalent.

## COMPENSATION

Range of annual compensation, \$780 to \$1020.  
Salary rates, \$780, \$840, \$900, \$960, \$1020.

JUNIOR ENGINEER.

## DUTIES

The duties of a Junior Engineer, which may or may not be supervisory in character, are to execute definite instructions in a minor division of work in a field or office.

Examples

Designing plans under supervision.  
Preparing general or working drawings.  
Inspecting engineering work and materials.  
Making computations and compiling data for reports and cost records.  
Directing field party on surveys.  
Making final inspections on public work.

## QUALIFICATIONS.

The minimum of engineering assistants. If by promotion, at least two years experience as engineering assistant. If by open competitive examination, not less than 3 years experience along engineering lines.

## COMPENSATION

Range of annual compensation, \$1140 to \$1680.  
Salary rates \$1140, \$1200, \$1320, \$1440, \$1560, \$1680.





ASSISTANT ENGINEER.

## DUTIES

The duties of an Assistant Engineer are to assume responsibility in making studies and computations necessary to the preparation of plans, designs, specifications and contracts and supervising or inspecting construction work of an important nature, or to make engineering investigations for executive action.

Examples

- Independently designing and preparing plans for important work.
- Supervising a large squad or division, and preparing plans, estimates, easement lists and specifications.
- Supervising engineering lists for plans and specifications for public work.
- Assuming responsible charge of the construction, maintenance or report of sewers, conduits or high-ways.
- Assuming responsible charge of topographical or sub-surface surveys.
- Assuming responsible charge of street lay-outs and grades.
- Making independent engineering investigations and reports relating to sewer construction, garbage and sewage disposal.
- Making drainage plans and street opening proceedings.
- Making engineering inspections, investigations, estimates and reports for city improvements, including requests for appropriation of public funds, approval of contracts, plans and specifications for modifications of contemplated improvements for work under construction or completed.
- Making engineering investigations incident to the preparation for standard specifications for work, supplies, materials, equipment and methods.

## QUALIFICATIONS.

Minimum as prescribed for Junior Engineer. If by promotion, not less than two years as Junior Engineer or draftsman. If by open competitive examination, not less than three years experience in responsible charge of work.

## COMPENSATION.

Range of annual compensation \$1800 to \$2700.

Salary rates, \$1800, \$1980, \$2160, \$2340, \$2520, \$2700.





ENGINEER.

## DUTIES

The duties of an engineer, which require the highest order of executive ability, are to assume responsibility for a large and important engineering department and to give independent expert or critical engineering advice of a high order for executive action incident to work of this scope.

Examples.

- Supervising a large bureau of design.
- Supervising the operation of a combination of the distribution pump or water shed functions for the entire city.
- Supervising the constructing, maintenance or repair of sewers, conduits, highways, bridges, water mains, aqueducts, reservoirs, viaducts, public buildings, retaining walls, etc.
- Supervising or making independently the most important engineering investigations, inspections, estimates and reports for city improvements, including requests for appropriations of public funds, approval of plans, contracts, specifications or modifications; adjustments of claims or audits on work contemplated, under construction or completed.
- Supervising engineering investigations in the preparations of standard specifications for work, salaries, supplies, equipment, materials or methods.

## QUALIFICATIONS.

The minimum as prescribed for Assistant Engineer. If by promotion, at least two years experience as Assistant Engineer. If by open competitive examination, at least five years experience in general or specified engineering at least three years of which must have been in the executive capacity.

## COMPENSATION.

Range of annual compensation \$3000, to \$3900  
 Salary rates \$3000, \$3300, \$3600, \$3900.



DRAFTSMAN.

## DUTIES

The duties of Draftsman, which require ability to lay out work or to perform specialized drafting work are to make technical computations and to figure approximate costs.

Examples.

Preparing general working drawings or maps.  
Making computations and compiling data  
Preparing contract drawings  
Figuring monthly and final estimates from field notes.  
Calculating assessments for improvements.

## QUALIFICATIONS.

Proof of the completion of a course in drafting and designing or such equivalent qualifications as the Civil Service Commission may accept.

## COMPENSATION

Range of annual compensation \$1200 to \$1800.  
Salary rates \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

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INSTRUMENT MAN.

## DUTIES

The duties of Instrument Man, which may involve the supervision of other employes, are to use and adjust surveying and other engineering instruments and logarithmic and mathematical tables and to make advanced mathematical computations.

Examples.

Take charge of a field party on survey, construction or repair work.  
Preparing sketches.  
Making computations and compiling data for reports and cost records.  
Adjusting surveying instruments  
Keeping and checking survey notes  
Supervising platting of survey notes.

## QUALIFICATIONS

Training and experience in field work and the use of surveying and engineering instruments or such other experience as the Civil Service Commission may deem its equivalent.

## COMPENSATION

Range of annual compensation \$1200, to \$1800  
Salary rates \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.



NURSE GROUP.NURSEFIELD NURSE.

## DUTIES

## NURSE

The duties of Nurses are to perform under supervision routine nursing in hospitals or to supervise and be responsible for the nursing work in a hospital ward by other assistants.

## FIELD NURSE

The duties of a Field Nurse are to perform under supervision such definite details of field nursing as may be required in the investigating, reporting, preventing and caring for disease or conditions unfavorable to the health of individuals or communities.

Examples

Instructing parents or others in the nursing of the sick.

Assisting and instructing prospective mothers as to the care of the child and as to circumstances and conditions attending the birth of the child.

Supervising the health of school children and visiting the homes of parents to secure treatment for children requiring treatment or care.

Investigating and reporting cases of communicable disease.

Visiting the homes of the sick to provide nursing care or to assist in their social betterment.

## QUALIFICATIONS.

Certificate of licenses to practice as registered nurse, issued by the Board of Examiners of the State of Ohio.

## COMPENSATION

Range of annual compensation, \$900 to \$1080.

Salary Rates, \$900, \$950, \$1020, \$1080.





SENIOR FIELD NURSECHIEF OF NURSES.

## DUTIES

## SENIOR FIELD NURSE

The duties of Senior Field Nurse are to supervise the field nurses or social service work of a group of nurses or to make special investigations requiring a high degree of skill and experience in the treatment of the sick and prevention of disease.

Examples.

In charge of a group of nurses engaged in field nursing.  
Making special investigations of the work of other nurses in the department.

## DUTIES

## CHIEF NURSE

The duties of Chief Nurse are to supervise and be responsible for the work of a small group of wards in a hospital or to direct the training of a group of pupil nurses.

Examples

In charge of nurses in a group of medical or surgical wards.

In charge of nurses in an operating room  
Acting as special instructor to probationers and public nurses in practical and theoretical nursing and related subjects.

## QUALIFICATIONS

The minimum required for nurses and field nurses. If by promotion, not less than two years experience as nurse or field nurse. If by open competitive examination, not less than three years experience in field or general nursing.

## COMPENSATION.

Range of annual compensation \$1140 to \$1440.  
Salary rates \$1140, \$1200, \$1320, \$1440.



DIRECTOR OF FIELD NURSES.

## DUTIES

The duties of the Director of Field Nurses which require a high degree of executive ability and broad experience in field nursing are to direct and be responsible for the nursing work of field nurses of the entire city.

## QUALIFICATIONS.

Minimum qualifications of Senior Field Nurse. If by promotion, at least two years as Senior Field Nurse, or Chief Nurse and if by open competitive examination, not less than five years experience in field nursing, at least two of which must have been in the executive capacity, or experience equivalent thereto in the opinion of the Civil Service Commission.

## COMPENSATION.

Range of annual compensation, \$1500 to \$2100.  
Salary rates, \$1500, \$1620, \$1740, \$1860, \$1980, \$2100.



MEDICAL GROUP.EPIDEMIOLOGIST.

## DUTIES

The duties of Epidemiologist, which require a high degree of medical training and much experience and ability in the treatment of communicable diseases, are to assume responsibility under the Health Officer for the detection and prevention of communicable diseases and to make examinations and diagnoses of communicable cases, and to be responsible for the operation of the Division of Communicable Disease.

## QUALIFICATIONS.

A degree in medicine from a medical school or university of recognized standing. Special training and experience in the detection, treatment and prevention of communicable diseases.

## COMPENSATION

Range of annual compensation \$2100 to \$3000.  
Salary rates, \$2100, \$2200, \$2460, \$2700, \$3000.

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PHYSICIAN (FIELD)

## DUTIES

The duties of Physicians (Field) are to be responsible for the medical examination and treatment of school children or of applicants of positions to city institutions or to investigate, recognize, report, prevent or cure diseases or conditions unfavorable to the health of individuals or communities.

## QUALIFICATIONS

Evidence of graduation from a medical school or university of recognized standing and a certificate to practice medicine in the State of Ohio. Not less than one year in private practice or as hospital interne.

## COMPENSATION

Range of annual compensation \$1800 to \$2700.  
Salary rates \$1800, \$1980, \$2160, \$2340, \$2500, \$2700.



INVESTIGATIONAL SERVICE.SOCIAL INVESTIGATOR.

## DUTIES

The duties of Social Investigator are to ascertain and report facts regarding the economic and social condition of persons receiving or applying for institutional or other relief from the city, to suggest remedial measures and to take such action toward relief as may be directed by a superior or determined by rules or general instruction.

## QUALIFICATION

Experience in investigational work for public or private charitable institutions or experience which the Civil Service Commission may deem its equivalent.

## COMPENSATION.

Range of annual compensation \$900 to \$1200  
Salary Rate \$900, \$960, \$1020, \$1140, \$1200.





INSPECTIONAL SERVICE.

ASST. BUILDING INSPECTOR  
 ASST. BUILDING INSPECTOR, PLUMBING & SAN.  
 ASST. BUILDING INSPECTOR, ELECTRICAL.

## DUTIES

## ASST. BUILDING INSPECTOR.

The duties of Assistant Building Inspector are to investigate and report on construction, maintenance and alteration of buildings, to make surveys of old buildings thot to be unsafe, to inspect and report on places of public assemblage, theatres, amusement devices, etc., as to their fitness to be used.

## ASSISTANT BUILDING INSPECTOR, (PLUMBING AND SANITATION).

The duties of Assistant Building Inspector (Plumbing and Sanitation) are to inspect and report on plumbing and general sanitation as to their compliance with the provisions of the plumbing code and the established principles of public health, and to make tests of plumbing, drainage and gas systems.

## ASSISTANT BUILDING INSPECTOR (ELECTRICAL)

The duties of Assistant Building Inspector (Electrical) are to inspect electrical installations in buildings in order to insure compliance with the electrical code

## QUALIFICATIONS

## ASSISTANT BUILDING INSPECTOR

Not less than three years experience as mason, carpenter, plumber, iron worker or plasterer.

## ASSISTANT BUILDING INSPECTOR (PLUMBING AND SANITATION)

Not less than three years experience as journeyman plumber and a license issued by the examining board of plumbers to work as a plumber

## ASSISTANT BUILDING INSPECTOR (ELECTRICAL)

Not less than three years experience as electrician.

## COMPENSATION

Range of annual compensation \$1200 to \$1440  
 Salary rates, \$1200, \$1320, \$1440.



BUILDING INSPECTOR  
 BUILDING INSPECTOR (PLUMBING AND SANITATION)  
 BUILDING INSPECTOR (ELECTRICAL)

#### DUTIES

The duties of these positions are to supervise the work of Asst. Building Inspectors, Building Inspectors, Plumbing and Sanitation; and Building Inspectors, Electrical, and to perform independently the most difficult and responsible technical inspections.

#### QUALIFICATIONS

The minimum of Assistant Building Inspector, Assistant Building Inspector (Plumbing and Sanitation), or Assistant Building Inspector (Electrical). If by promotion, not less than two years as Assistant Building Inspector, Assistant Building Inspector (Plumbing and Sanitation) or Assistant Building Inspector (Electrical). If by open competitive examination, not less than three years in similar work or its equivalent in the opinion of the Civil Service Commission.

#### COMPENSATION.

Range of annual compensation \$1440 to \$1680.  
 Salary rates \$1440, \$1560, \$1680.

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#### CHIEF BUILDING INSPECTOR

#### DUTIES

The duties of Chief Building Inspector which are to a great degree supervisory, are to be responsible for all inspection of the work on construction, alterations or maintenance of buildings and other structures as to authorization, material, compliance with building code and with health and safety principles, to cause to be made surveys of old buildings or buildings that to be unsafe, etc., as to fitness for use.

#### QUALIFICATIONS:

If by promotion, at least three years experience as Building Inspector, Building Inspector (Plumbing and Sanitation) or Building Inspector (Electrical). If by open competitive examination not less than five years experience as architect or engineer.

#### COMPENSATION.

Range of annual compensation \$1800 to \$2700.  
 Salary rates \$1800, \$1980, \$2160, \$2340, \$2520, \$2700.



HEALTH INSPECTOR (SANITATION)  
HEALTH INSPECTOR (FOOD).

DUTIES

HEALTH INSPECTOR (SANITATION)

The duties of Health Inspector (Sanitation) are to make routine inspections and to investigate complaints relative to the sanitation of dwellings, stables, factories, workshops, stores, mercantile establishments lodging houses, bath houses and other buildings or places, and to report, prevent, cure and abate such conditions or practices as may be dangerous to public health or in violation of the laws of the state of Ohio and the ordinances of the City of Akron, or the regulations of the Department of Health.

HEALTH INSPECTOR (FOOD)

The duties of Health Inspector (Food) are to make routine inspection of foods, wholesale and retail food establishments, food manufacturing plants and slaughter houses, to procure samples of food for analysis, to investigate complaints relative to the production, manufacture, storage, handling and sale of foodstuffs and to report, prevent, correct and abate such conditions and practices as may be dangerous to public health or in violation of the laws of the State of Ohio, the ordinances of the City of Akron, or the regulations of the Department of Health.

QUALIFICATIONS

HEALTH INSPECTOR (SANITARY)

Training and experience in sanitary science and public health.

HEALTH INSPECTOR (FOOD)

Training and experience in the inspection of the wholesomeness of foods and preparation of same, and the operation of hotel kitchens, restaurants and bakeries.

COMPENSATION.

Range of annual compensation \$900 to \$1500.  
Salary rates \$900, \$960, \$1020, \$1080, \$1140, \$1200,  
\$1260, \$1380, \$1500.





INSPECTOR OF METERS.

## DUTIES

The duties of the Inspector of Meters are to read, test, set and report on conditions of water meters and their installation, to make surveys of buildings, for water installations, to be in attendance when connections are made between city and service mains and between city mains and buildings, and to locate and prevent leaks and waste of water.

## QUALIFICATION

Experience as general mechanic, ability to read meters quickly and correctly and highly developed powers of observation.

## COMPENSATION

Range of annual compensation \$900 to \$1200  
Salary rates \$900, \$960, \$1020, \$1080, \$1140, \$1200.

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CHIEF INSPECTOR OF METERS.

## DUTIES

The duties of Chief Inspector of Meters are to supervise a group of inspectors of meters and to perform independently the most difficult and responsible inspections.

## QUALIFICATIONS.

The minimum for Inspector of Meters. If by promotion, not less than two years experience as inspector of meters. If by open competitive examination, not less than three years experience in a similar position or such experience as the Civil Service Commission may deem its equivalent.

## COMPENSATION

Range of annual compensation, \$1320 to \$1800.  
Salary rates \$1320, \$1440, \$1560, \$1680, \$1800.



INSPECTOR OF PUBLIC WORKS  
 INSPECTOR OF PUBLIC WORKS(HIGHWAYS)  
 INSPECTOR OF PUBLIC WORKS(SEWERS)  
 INSPECTOR OF PUBLIC WORKS(WATER MAINS)

## DUTIES

### INSPECTOR OF PUBLIC WORKS.

The duties of Inspector of Public Works which require a general knowledge of all the specialized inspections above mentioned are to perform under assignment general inspectional and utility work, covering the whole field of public works, excepting meters and water consumption.

### INSPECTOR OF PUBLIC WORKS,(HIGHWAYS)

The duties of Inspector of Public Works (Highways) are to be in attendance at the construction or maintenance work on highways in order to insure its performance in accordance with contract specifications or orders, to examine materials delivered on site of work and to report on pedestrian and vehicular traffic and to make a daily detailed report as to the labor and materials used under his supervision.

### INSPECTOR OF PUBLIC WORKS (SEWERS)

The duties of Inspector of Public Works (Sewers) are to be in attendance on construction or maintenance work on sewers, and appurtenances in order to insure its performance in accordance with contract specifications or orders, to examine materials delivered on site of work, to exercise control over street openings, location and construction of sub-surface structures and proper restoration of pavements and to make a daily detailed report as to the labor and material used under his supervision.

### INSPECTOR OF PUBLIC WORKS (WATER MAINS)

The duties of Inspector of Public Works (Water Mains) are to be in attendance on construction or maintenance work on water mains in order to insure its performance in accordance with contract specifications or orders, to examine materials delivered on site of work, to exercise control over street openings, location and construction of sub-surface structures and to make a daily detailed report of labor and material used under his supervision.

## QUALIFICATIONS.

Training, either educational or practical in specialized or general public works or other experience which the Civil Service Commission may deem its equivalent.



## COMPENSATION

Range of annual compensation \$1200 to \$1680.  
Salary rates \$1200, \$1320, \$1440, \$1560, \$1680.

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FORCE MAIN PATROLMAN.

## DUTIES

The duties of Force Main Patrolman are the daily inspection of the whole or a part of a force main leading into the city. Detection of any defection in the working of valves, the keeping of drains open and making general repairs along mains.

## QUALIFICATIONS

Training and experience in pipe work and general knowledge of water supply conditions.

## COMPENSATION

Range of annual compensation \$900 to \$1260.  
Salary rates \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1260.

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WATER SHED INSPECTOR.

## DUTIES

The duties of the Water Shed Inspector include the supervision of laborers or other employees around the water shed and distribution reservoir, reporting elevation of water in reservoirs and making daily inspection of reservoirs and all pipes and valves connected thereto and the reporting and repairing any defects or breaks.

## QUALIFICATIONS.

General knowledge of pipe work and ability to handle gangs on repair work.

## COMPENSATION

Range of annual compensation \$900 to \$1260.  
Salary rates \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1260.



INSTITUTIONAL SERVICE.HOSPITAL HELPER.

## DUTIES

The duties of hospital helper are to perform responsible domestic or other manual work incident to the maintenance of city hospitals or charitable institutions.

## QUALIFICATIONS

Evidence of ability to do the work above prescribed.

## COMPENSATION

Range of annual compensation \$240 to \$360.  
Salary rates \$240, \$270, \$300, \$330, \$360.

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HOSPITAL ATTENDANTS

## DUTIES

The duties of Hospital Attendant, which require considerable experience and skill in practical nursing but no professional training, are to perform under professional supervision those duties not requiring registration as a graduate nurse which are incident to the nursing, care and comfort of patients or inmates in city hospitals, clinics or charitable institutions.

## QUALIFICATIONS

Some experience in elementary nursing and evidence of ability to do the work above prescribed.

## COMPENSATION.

Range of annual compensation \$600 to \$900.  
Salary rates \$600, \$660, \$720, \$780, \$840, \$900.





HOUSEKEEPER.

## DUTIES

The duties of Housekeeper, which may be supervisory in character are to requisition and receipt for all necessary kitchen supplies, to prepare for immediate or future table use all varieties of food and beverages and to supervise and assist in the general house cleaning.

## QUALIFICATIONS:

Ability to order and prepare food for the table and to supervise the work of hospital helpers.

## COMPENSATION

Range of annual compensation \$600 to \$900;  
Salary rates \$600, \$660, \$720, \$780, \$840, \$900;



CLERICAL SERVICE.JUNIOR CLERK.

## DUTIES

The duties of a Junior Clerk are to perform the same under supervision the simple kinds of office work.

Examples.

Addressing  
Mailing  
Indexing,  
Ordinary filing  
Keeping office in order  
Running errands  
Receiving visitors  
Distributing mail and  
Operating telephone switch board.

## QUALIFICATIONS

Completion of a course of study in public schools or experience which in the opinion of the Civil Service Commission is its equivalent.

## COMPENSATION

Range of annual compensation \$420, to \$600.  
Salary rates \$420, \$480, \$540, \$600.

ASSISTANTCLERK.

## DUTIES

The duties of the Assistant Clerk, which may involve the supervision of Junior Clerks, are to perform prescribed routine clerical work.

Examples.

Keeping ordinary card indexes  
Making out and tabulating daily, weekly, and monthly reports, simple charts and statistics.  
Registering and verifying extensions and invoices  
Writing, registering and scheduling vouchers  
Filing of correspondence, tracings, maps, etc.  
Operating tabulating machines, adding and scheduling machines and addressographs.  
Writing notices and permits on prepared forms  
Acting as information clerk.  
Keeping important official records  
Copying and compiling cost accounting records under supervision  
Filing and keeping in custody important papers and records.



Issuing permits and notices according to prescribed regulations.  
 Making up and verifying payrolls  
 Keeping cost record of mechanics work.

### QUALIFICATIONS

The minimum for Junior Clerk. If by promotion, not less than one year as Junior Clerk. If by open competitive examination not less than two years experience in clerical work or experience which the Civil Service Commission may deem its equivalent.

### COMPENSATION

Range of annual compensation \$720 to \$1200.  
 Salary rates \$720, \$780, \$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200.

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### CLERK.

### DUTIES

The duties of Clerks are to exercise continuing judgment and responsibility either in independent work or in supervision of other employees.

### Examples

Compiling data for departmental reports.  
 Compiling important statistical tables  
 Preparing specifications, requests, orders and advice of awards.  
 Acting as a contract clerk.  
 Receiving and finally disposing of routine complaints  
 Summarizing reports.  
 Making difficult computations of financial or cost statistics, etc.  
 Collecting and computing important data for budget estimates  
 Preparing contracts according to prescribed specifications.  
 Installing, revising and supervising other employees in the current administration of complex filing systems.

### QUALIFICATIONS

The minimum for Assistant Clerk. If by promotion, not less than two years as assistant clerk. If by open competitive examination, not less than three years experience in clerical work or such other experience as the Civil Service Commission may deem its equivalent.





## COMPENSATION

Range of annual compensation \$1320 to \$1680  
Salary rates \$1320, \$1440, \$1560, \$1680.

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### CHIEF CLERK.

## DUTIES

The duties of the Chief Clerk, which require a high degree of clerical knowledge and administrative ability, are to assume complete responsibility for the clerical work of an entire department.

## QUALIFICATIONS

Minimum as prescribed for Clerk. If by promotion, not less than two years experience as Clerk. If by open competitive examination, not less than five years experience as clerk, two of which must have been in executive capacity.

## COMPENSATION

Range of annual compensation \$1800 to \$2400.  
Salary rates \$1800, \$1920, \$2040, \$2220, \$2400.

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### BOOKKEEPER.

## DUTIES

The duties of the Bookkeeper are to keep general ledgers and controlling accounts, taking trial balances of general ledgers, comparing and reconciling subsidiary ledger balances with controlling accounts, determining accounts to which orders and vouchers are to be charged and preparing special financial statements of reports.

## QUALIFICATIONS

Completion of the course in bookkeeping in a recognized business school or experience equivalent in the opinion of the Civil Service Commission. If by promotion at least two years as Assistant Clerk. If by open competitive examination, at least three years practical experience in office work.

## COMPENSATION

Range of annual compensation \$1200 to \$1620.  
Salary rates \$1200, \$1320, \$1440, \$1560, \$1620.



CASHIER.

## DUTIES

The duties of Cashier are to collect, receive or disburse and to account for moneys due to or from the city and to perform other assigned clerical work.

## QUALIFICATIONS

Minimum as prescribed for Assistant Clerk. If by promotion not less than two years as Assistant Clerk and if by open competitive examination, not less than three years appropriate experience in clerical lines.

## COMPENSATION

Range of annual compensation, \$1260 to \$1620  
Salary rates \$1260, \$1380, \$1500, \$1620.

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PURCHASING AGENT.

## DUTIES

The duties of the Purchasing Agent are to carry on the purchasing of large quantities of supplies, materials and equipment, to prepare contracts for supplies, materials and equipment, to supervise the delivery of the above to the extent of ascertaining that deliveries are made promptly, to examine and approve invoices and to keep such records and files as to provide all information connected with specification contracts, prices, routes, methods, and rates of transportation.

## QUALIFICATIONS

The same qualifications as prescribed for Chief Clerk. If by promotion, not less than two years as Clerk and if by open competitive examination, not less than five years experience at least two years of which must have been in a capacity similar to that of purchasing agent.

## COMPENSATION

Range of annual compensation \$1800 to \$2700.  
Salary Rates \$1800, \$1980, \$2160, \$2340, \$2520, \$2700.



STENOGRAPHER.

## DUTIES

The duties of Stenographers, which may or may not involve supervision of small groups of stenographers and Typists are to perform general stenographic and typewriting work, requiring the ability to take and transcribe technical, scientific, legal or other matter recognized as difficult dictation and perform incidental clerical work.

Examples

Disposing of important correspondence, reports and memoranda.  
Taking notes of and transcribing legal briefs, opinions agreements and statements, engineering specifications and technical communications, reports and papers.

## QUALIFICATIONS

Evidence of completion of a course in stenography at a business school of recognized standards.

## COMPENSATION

Range of annual compensation \$720 to \$1200.  
Salary rates \$720, \$730, \$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200.

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TYPIST (COMPUTING)

## DUTIES

The duties of Typist (Computing) which require knowledge of bookkeeping or accounting are to operate typewriting and computing machines used in the city service to record and segregate accounting information.

Examples

Computing, segregating and tabulating special accounting data.

## QUALIFICATIONS

Experience in the operation of typewriting and tabulating machines and knowledge of modern bookkeeping methods.  
If by promotion, two years experience as Stenographer.  
If by open competitive examination, at least three years experience in operating typewriting and tabulating machines.

## COMPENSATION

Range of annual compensation \$900 to \$1440.  
Salary rates, \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1320, \$1440.



POLICE SERVICE.PATROLMAN.

## DUTIES

The duties of Patrolmen are to preserve the peace, protect persons and property and obey and enforce all ordinances of Council and all criminal laws of the state and United States and to perform such other duties as Council by ordinance prescribes.

## QUALIFICATIONS

Physical

Applicant must not be less than 5 feet 3 inches in height and must not weigh less than 150 pounds and must be physically sound.

Educational

Applicant must have at least a common school education or such other educational qualifications as the Civil Service Commission may deem its equivalent.

COMPENSATION.

Range of annual compensation \$1020 to \$1260.  
Salary rates \$1020, \$1080, \$1140, \$1200, \$1260.

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SERGEANT OF POLICE

## DUTIES

The duties of Sergeants of Police are to direct and be responsible for the work of a group of patrolmen.

## QUALIFICATIONS

The minimum of patrolman and at least three years experience as patrolman.

## COMPENSATION

Range of annual compensation, \$1320 to \$1500.  
Salary rates \$1320, \$1380, \$1440, \$1500.





DETECTIVE.

## DUTIES

The duties of Detectives are to perform the most difficult forms of police work necessary to the detection of crime and the apprehension of criminals.

## QUALIFICATIONS

The minimum of patrolmen and at least three years as patrolman.

## COMPENSATION

Range of annual compensation \$1320, to \$1500.  
Salary rates \$1320, \$1380, \$1440, \$1500.

CAPTAIN OF POLICE

## DUTIES

The duties of Captain of Police which are to a great extent supervisory in character are to direct and be responsible for the work of large groups of sergeants and patrolmen.

## QUALIFICATIONS.

Minimum of Sergeant and Detective and at least two years experience as sergeant or detective.

## COMPENSATION.

Range of annual compensation \$1560 to \$1800.  
Salary rates \$1560, \$1680, \$1800.

CHIEF OF POLICE.

## DUTIES

The duties of Chief of Police, which are supervisory in character, requiring a great amount of executive ability are to be responsible for the work of the entire police department and the stationing and transfer of all patrolmen and other officers and employees in the department.

## QUALIFICATIONS

Minimum of Captain. At least two years experience as Captain or at least 10 years experience in police work.

## COMPENSATION

Range of annual compensation \$2100 to \$3000.  
Salary Rate \$2100, \$2280, \$2460, \$2640, \$2820, \$3000.



FIRE SERVICE.FIREMAN.

## DUTIES

The duties of Firemen are to protect the lives and property of the people in case of fire and to perform such other duties as Council may by ordinance prescribe.

## QUALIFICATIONS

Physical

The applicant must not be less than 5 feet 7 inches in height and not less than 140 pounds in weight and must be physically sound.

Educational

At least a common school education or such other educational equivalent as the Civil Service Commission may deem its equivalent.

## COMPENSATION

Range of annual compensation \$1020 to \$1260.  
Salary rates \$1020, \$1080, \$1140, \$1200, \$1260.

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LIEUTENANT.

## DUTIES

The duties of Lieutenants are to be responsible under the Captain for the work of a group of firemen and to be responsible for apparatus, machinery and supplies furnished by the city.

## QUALIFICATIONS

Minimum of fireman and at least 3 years experience as Fireman.

## COMPENSATION

Range of annual compensation \$1320, to \$1500.  
Salary rates \$1320, \$1380, \$1500.



ENGINEERMAN.

## DUTIES

The duties of Engineman are to operate steam fire engines at fires and to be responsible for the condition of the fire engines.

## QUALIFICATIONS

Minimum of Fireman and at least three years experience as Fireman.

## COMPENSATION

Range of annual compensation \$1260, to \$1440.  
Salary rates \$1260, \$1320, \$1440.

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CAPTAIN.

## DUTIES

The duties of Captains are to be responsible for the work of a group of firemen, engineers and lieutenants and to be responsible for apparatus, machinery, buildings and supplies furnished by the city.

## QUALIFICATIONS

Minimum of Lieutenant or Engineman and at least two years experience as Lieutenant or Engineman.

## COMPENSATION

Range of annual compensation \$1560 to \$1800.  
Salary rates \$1560, \$1680, \$1800.

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CHIEF OF FIRE DEPARTMENT.

## DUTIES

The duties of Fire Chief, which are supervisory in character requiring great executive ability, are to supervise and be responsible for the work of the entire fire department and to be responsible for all apparatus machinery, supplies and materials furnished the fire department by the city.





## QUALIFICATIONS

Minimum of Captain and at least two years as Captain or 10 years experience in fire departments.

## COMPENSATION

Range of annual compensation \$2100 to \$3000.

Salary rates \$2100, \$2280, \$2460, \$2640, \$2820, \$3000.

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## LINEMAN.

## DUTIES

The duties of Lineman are to keep in constant repair the police and fire alarm system in the city, to erect and remove poles and to run cables and wires overhead or underground and to inspect and keep in constant repair all fire hydrants.

## QUALIFICATIONS

Evidence of service as an apprentice as Lineman and such additional qualifications as the Civil Service Commission may require.

## COMPENSATION

Range of annual compensation \$1200 to \$1440.

Salary rates \$1200, \$1260, \$1320, \$1380, \$1440.

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## SUPERINTENDENT OF POLICE AND FIRE SIGNAL SYSTEM.

## DUTIES

The duties of the Superintendent of Police and Fire Signal System, which are supervisory in character, are to direct, supervise and be responsible for the maintenance repair and operation of the Police and Fire Signal System of the entire city and to supervise the inspection and repair of all fire hydrants.

## QUALIFICATIONS

Minimum of Lineman. If by promotion, at least two years experience as Lineman. If by open competitive examination at least three years appropriate experience.

## COMPENSATION

Range of annual compensation \$1500 to \$1800.

Salary rates \$1500, \$1560, \$1620, \$1680, \$1740, \$1800.



MECHANIC.

## DUTIES.

The duties of Mechanic are to keep in constant repair, under the supervision of the Superintendent of Machinery, all apparatus, machinery and equipment used by the fire department.

## QUALIFICATIONS

Evidence of completion of service of an apprenticeship as mechanic and such additional experience as the Civil Service Commission may require.

## COMPENSATION

Range of annual compensation \$1200 to \$1440.  
Salary rates \$1200, \$1260, \$1320, \$1380, \$1440.

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SUPERINTENDENT OF MACHINERY.

## DUTIES

The duties of the Superintendent of Machinery are to direct and supervise and be responsible for the work of repairing the fire apparatus, machinery and equipment and to make inspection of apparatus machinery and equipment furnished the fire department.

## QUALIFICATIONS

Minimum of Mechanic. If by promotion, at least two years as Mechanic. If by open competitive examination at least three years experience as a mechanic.

## COMPENSATION

Range of annual compensation \$1500 to \$1800.  
Salary rates \$1500, \$1560, \$1620, \$1800.

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FIRE WARDEN

## DUTIES

The duties of Fire Warden are to investigate and report on the causes, circumstances and origin of fires, to examine witnesses, to report on violations of the laws and ordinances relating to fire prevention, to prepare evidence in arson cases and to be in attendance at court at the time of trial.



## QUALIFICATIONS

Experience in investigating work for a fire insurance company or in other work recognized by the Civil Service Commission as equivalent.

## COMPENSATION

Range of annual compensation \$1620, to \$1860  
Salary rates \$1620, \$1740, \$1860.



SKILLED LABOR SERVICE.FIREMAN.

## DUTIES

The duties of Fireman are to maintain proper pressure in boilers, do such cleaning and painting work as is required to keep boilers and boiler rooms in proper condition, to see that the proper quantity of water is pumped into the boilers and to perform such other related work as may be assigned by the engineman.

## QUALIFICATIONS

Experience in firing and tending boilers, feed pumps, etc.

## COMPENSATION.

Range in annual compensation \$960 to \$1080.  
Salary rates \$960, \$1020, \$1080.

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OILER.

## DUTIES

The duties of Oilers are to oil and clean machinery, to clean engine rooms and to perform such other repair work as may be assigned by the engineman.

## QUALIFICATIONS

At least two years experience at oiling and cleaning machinery.

## COMPENSATION

Range of annual compensation \$960 to \$1080.  
Salary rates \$960, \$1020, \$1080.

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ENGINEMAN.

## DUTIES

The duties of Engineman, which involve supervision of firemen or laborers are to operate and repair boilers, engines or other equipment used in the lighting and heating of a building or in the development of power for pumping station.





## QUALIFICATIONS

A license granted by the State of Ohio to work as a licensed sanitary engineer. If by promotion at least two years experience as Oiler or Fireman. If by open competitive examination, at least two years experience as sanitary engineer.

## COMPENSATION

Range of annual compensation \$1080 to \$1500.  
Salary rates \$1080, \$1140, \$1200, \$1380, \$1500.

---

## CHIEF ENGINEMAN.

## DUTIES

The duties of Chief Engineman, which involve the supervision of employees are to supervise and be responsible for the installation, operation and maintenance of boilers, engines and other equipment used in the development of power in pumping stations.

## QUALIFICATIONS

A license granted by the State of Ohio as a licensed sanitary engineer. If by promotion, at least two years as Engineman. If by open competitive examination at least three years experience as stationary engineer.

## COMPENSATION

Range of annual compensation \$1800 to \$2700.  
Salary rates \$1800, \$1980, \$2160, \$2340, \$2520, \$2700.

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## FILTER HELPER.

## DUTIES

The duties of Filter Helper are to assist the operator in the working of the filters, to collect water samples and to clean and polish chemical apparatus and glassware.

## QUALIFICATIONS

Evidence of a common school education. Evidence of good character and reliability.

## COMPENSATION

Range of annual compensation \$900 to \$1020.  
Salary rates \$900, \$960, \$1020.



FILTER OPERATOR.

## DUTIES

The duties of Filter Operator are to operate the filters and chemical apparatus of the water plant and to keep records of the operation of the filters.

## QUALIFICATIONS

The minimum of Filter Helper. If by promotion, at least one year experience as Filter Helper. If by open competitive examination, at least two years experience in filter operation or such other experience as the Civil Service Commission may deem its equivalent.

## COMPENSATION

Range of annual compensation \$1080, to \$1200.  
Salary rates \$1080, \$1140, \$1200.

## DUTIES

CHARGING MAN.

The duties of Charging Men are to charge the chemical tanks and to keep records of the use of chemicals at the water works.

## QUALIFICATIONS

The minimum of Filter Helper. If by promotion, at least one year experience as Filter Helper. If by open competitive examination, at least two years experience in filter operation or such other experience as the Civil Service Commission may deem its equivalent.

## COMPENSATION

Range of annual compensation, \$1080 to \$1200  
Salary rates \$1080, \$1140, \$1200.



FOREMAN

## DUTIES

The duties of Foreman are to supervise and be responsible for the work of a gang of laborers and mechanics and to make such reports of location, time and quantities of men and materials used on work as may be required.

## QUALIFICATIONS

Evidence of at least two years experience as foreman over a gang of laborers or mechanics. If by promotion at least two years as laborer or mechanic.

## COMPENSATION

Range of annual compensation \$900 to \$1320.

Salary rates \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1260 \$1320.

The per diem compensation for this position shall be the prevailing local rate of wages.

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FOREMAN (GENERAL)

## DUTIES

The duties of Foreman (General) are to direct and be responsible for the work of a number of gangs of laborers under the supervision of foreman and mechanics.

## QUALIFICATIONS

Evidence of ability to handle men and to supervise work of several Foremen. If by promotion, not less than two years as foreman. If by open competitive examination, not less than three years experience as general foreman.

## COMPENSATION

Range of annual compensation \$1380, to \$1680.

Salary rates \$1380, \$1500, \$1620, \$1680.





FOREMAN (STREET CLEANING)

## DUTIES

The duties of Foreman (Street Cleaning) which involve responsibility for all the work of a street cleaning section are to execute definite instructions from the street cleaning superintendent relative to the supervision, inspection and reporting of cleaning of streets and the collection and removal of dirt and snow.

## QUALIFICATIONS

Evidence of at least two years experience as foreman over a gang of laborers. If by promotion, at least one year as foreman.

## COMPENSATION

Range of annual compensation \$1320 to \$1500.

Salary rates \$1320, \$1380, \$1500.

The per diem compensation for this position shall be the prevailing local rate of wages.

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BLACKSMITH.

## DUTIES

The duties of a Blacksmith are to perform the work in repairing machinery and apparatus and to sharpen and repair tools and to do general blacksmithing.

## QUALIFICATIONS.

Evidence of serving of an apprenticeship as Blacksmith and ability to perform the work described above.

## COMPENSATION

Range of annual compensation \$960 to \$1320.

Salary rates \$960, \$1020, \$1080, \$1140, \$1200, \$1320.

The per diem compensation for this position shall be the prevailing local rate of wages.



BOILER MAKER

## DUTIES

The duties of Boiler Makers are to make repairs to stationary boilers, to install new boilers, to make plates and shapes of articles used for boilers, to examine boilers and ascertain what repairs are necessary, to install soft patches on boilers to replace or repair boiler tubes, fire boxes, stay bolts, furnaces bars and boiler braces and perform such other work as may be required of boiler makers.

## QUALIFICATIONS

Evidence of service of apprenticeship as boiler maker.

## COMPENSATION

Range of annual compensation \$960 to \$1320.  
Salary rates \$960, \$1020, \$1080, \$1140, \$1200, \$1320.  
The per diem compensation of this position shall be the prevailing local rate of wages.

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CAULKER.

## DUTIES

The duties of Caulker are to set, cut out, fit and repair sections of mains, hydrants, gate valves and special castings, to install branch connections and to run with lead and caulk joints in all sizes of water mains.

## QUALIFICATIONS

Service as apprenticeship as Caulker, or such other qualifications as the Civil Service Commission may require.

## COMPENSATION

Range of annual compensation \$960 to \$1080.  
Salary rates \$960, \$1020, \$1080.  
The per diem compensation of this position to be based on prevailing rate of wages.



MACHINIST (AUTOMOBILE)

## DUTIES

The duties of Machinist (Automobile) are to repair automobiles including the overhauling and testing of gears, brakes and motors and the assembling or dismantling of automobiles and to make general automobile repairs.

## QUALIFICATIONS

Evidence of serving as an apprentice machinist of automobiles and evidence of ability to perform the work described above.

## COMPENSATION.

Range of annual compensation \$900 to \$1200.  
Salary rates \$900, \$960, \$1020, \$1080, \$1140, \$1200  
The per diem compensation of this position shall be the prevailing local rate of wages.

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MOTOR DRIVER (TRUCK)

## DUTIES

The duties of Motor Drivers, (Truck) are to operate, to make minor repairs, and adjustments on, to clean, oil and maintain in good running condition, automobile trucks, to load, unload, check and make records of supplies received and delivered, to keep trip records of speedometer readings, places visited, time elapsing, oil and gasoline consumed and detailed expenses incurred in repairs.

## QUALIFICATIONS.

License issued by the Secretary of State of Ohio to operate motor vehicles. Experience in operating and repairing motor vehicles.

## COMPENSATION

Range of annual compensation \$960 to \$1200.  
Salary rates \$960, \$1020, \$1080, \$1140, \$1200.  
The per diem compensation of this position shall be the prevailing rate of wages.



PAVER.

## DUTIES

The duties of Pavers are to lay pavement; to keep the course of stone or wood blocks even and straight; to break joints properly and to make closure; to fit pavement around manholes and water gates; to regulate sand cushions to the required crown of street

## QUALIFICATIONS.

Service as apprentice during the length of time locally stipulated by the respective trade.

## COMPENSATION

Range of annual compensation \$900 to \$1200.

Salary rates \$960, \$1020, \$1080, \$1140, \$1200.

The per diem compensation of this position shall be the prevailing local rate of wages.

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TAPPER.

## DUTIES

The duties of Tappers, which require a general knowledge as to water mains and their pipe connections with premises, are to insert taps in city mains, to withdraw old or abandoned taps, insert plugs in their places, to take correct measurements of the location of taps and plugs and report thereon.

## QUALIFICATIONS

Evidence of serving an apprenticeship as tapper.

## COMPENSATION

Range of annual compensation \$900 to \$1200.

Salary rates \$900, \$960, \$1020, \$1080, \$1140, \$1200.

The per diem compensation of this position shall be the prevailing local rate of wages.





UNSKILLED LABOR SERVICE.CARETAKER.

## DUTIES

The duties of Caretaker are to maintain, clean and where required, heat buildings owned or controlled by the city to make minor repairs to heating, electrical equipment and plumbing, or to maintain, heat, clean or make minor repairs in comfort stations and other similar structures owned or controlled by the city and to assist and keep order among persons visiting these places.

## QUALIFICATIONS

Some training and experience as a general mechanic and general knowledge of heating, plumbing and electrical equipment.

## COMPENSATION.

Range of annual compensation \$840 to \$1200.

Salary rates \$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200.

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CLEANER.

## DUTIES

The duties of Cleaner are to sweep, dust and polish and to perform such other services in the maintenance of cleanliness in public buildings as may be assigned by superiors.

## QUALIFICATIONS

Evidence of ability to perform the work above described.

## COMPENSATION

Range of annual compensation \$480 to \$780:

Salary rates \$480, \$540, \$600, \$660, \$720, \$780.

The per diem compensation of this position shall be the prevailing local rates of wages.



LABORER  
LABORER (COAL PASSER)  
LABORER (SEWAGE DISPOSAL PLANT OPERATOR)

#### DUTIES

The duties of Laborers are to perform under supervision manual work in the construction or maintenance of public works or other work requiring little skill or training and for which physical strength is an essential qualification.

#### QUALIFICATIONS

Evidence of ability to perform the work above described.

#### COMPENSATION

Range of annual compensation \$840 to \$960.

Salary rates \$840, \$900, \$960.

The per diem compensation in this position shall be the prevailing local rate of wages.

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#### WATCHMAN.

#### DUTIES

The duties of a Watchman which may include cleaning or other light laboring work when so directed are to exercise care in the protection of property owned or controlled by or in the custody of the city from theft, fire or other injury, or danger.

#### QUALIFICATIONS

Evidence of good character and reliability.

#### COMPENSATION

Range of annual compensation \$780, \$1080.

Salary rates \$780, \$840, \$900, \$960, \$1020, \$1040.



# EXHIBIT I

## UNCLASSIFIED SERVICE

### ELECTIVE OFFICERS

TITLE	OUTSIDE CITY			A K R C N	
	LOW	HIGH	AVER.	PRES.	PROPOSED
President of Council	1000	3000	1800	300	300
Councilmen (11)	750	2400	1380	250	250
Mayor	3500	10000	6200	3000	4800
Auditor	2500	8000	4045	2500	3900
Solicitor	3300	7500	5027	2900	4200
Judge Police Court	2100	5000	3525	1500	2400
Justices (2)	3500	6000	4233	1500	2400
Treasurer	2040	5000	4278	1500	2400
Police Court Clerk	1000	3000	1935	1200	1200

### APPOINTEE UNCLASSIFIED.

Service Director	3600	9000	5631	2500	4200
Safety Director	3850	8000	5436	1300	2400
Health Officer	5300	7500	4292	3500	3500
Council Clerk	1500	5000	2383	1200	1300
Deputy Auditor	1200	4000	2310	1500	2400
Deputy Auditor	1030	3600	1844	1500	1300
Asst. Solicitor	1800	5000	3525	2200	2700
Asst. Solicitor	1500	3000	2260	1000	1200
Secy. to Solicitor	840	2500	1487	1200	1200
Director of Charities	1500	6500	3780	600	600





CLASSIFIED SERVICE.

TITLE	FOREIGN CITIES			A K R O N	
	LOW	HIGH	AVER.	PRESENT	PROPOSED SAL. RANGE
<u>EXECUTIVE</u>					
Supt. of Public Works	1200	3500	2151	1500	1680 - 2100
Supt. of Water Works	3000	6000	3612	3300	3000 - 3900
Supt. of Garb. & Sewage	1500	3000	1893	1800	1680 - 2100
Supt. of Street Cleaning	935	2500	1837	1800	1500 - 2100

PROFESSIONAL

Bacteriologist	1200	3100	2237	2400	1800 - 2700
Asst. Chemist	1200	2100	1580	2000	1500 - 2100
Chemist	1400	3600	2302	2400	2160 - 2700
Engineer Assistant	560	1640	912	720 - 1020	780 - 1020
Junior Engineer	1140	3000	1700	1200 - 1700	1140 - 1640
Assistant Engineer	1200	4000	2295	1200 - 1700	1800 - 2700
Engineer	1800	7200	4239	2700 - 3000	3000 - 3900
Instrumentman	943	2200	1346	1200	1200 - 1800
Nurse-Field Nurse	730	1080	962	900 - 960	900 - 1080
Senior Field Nurse	600	1300	1132	1200	1140 - 1440
Chief of Nurses	900	1560	1174	1200	1140 - 1440
Director of Field Nurses	900	2160	1509	1650	1500 - 2100
Draftsman	825	1800	1300	1200 - 1500	1200 - 1800
Epidemiclogist	1200	2700	2040	2500	2100 - 3000
Physician (Field)	1200	2760	1969	2000	1800 - 2700

INVESTIGATIONAL

Social Investigator	1080	1800	1351	1080	900 - 1200
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INSPECTIONAL

Asst. Bldg. Inspector	900	1850	1390	1200	1200 - 1440
Bldg. Insp. (Plng. & Sewer)	900	1850	1390	1200	1200 - 1440
Bldg. Insp. (Electrical)	1080	1850	1359	1200	1200 - 1440
Bldg. Inspector					1560 - 1680
Bldg. Insp. (Plng. & Sewer)	1500	2000	1633	1500	1560 - 1680
Bldg. Insp. (Electrical)	720	1920	1429	1500	1560 - 1680
Chief Bldg. Inspector	1440	3600	2676	2000	1800 - 2700
Health Insp. (Sanitary)	800	1800	1220	900 - 960	900 - 1500
Health Insp. (Food)	900	1920	1384	1200 - 1500	900 - 1500
Insp. of Meters	960	1200	999	840 - 1110	900 - 1200
Chief Insp. of Meters	975	1680	1410	1080 - 1500	1320 - 1800
Insp. of Public Works	900	1500	1221	900 - 1500	1200 - 1680
Insp. of Public Highways	900	1500	1221	1800 - 1500	1200 - 1680
Insp. of Public Sewers	900	1500	1221	900 - 1500	1200 - 1680
Insp. of Public Watermains	900	1500	1221	900 - 1500	1200 - 1680
Force Main Patrolman	858	1500	1068	1140	900 - 1260
Water Shed Inspector	800	1080	1010	1080	900 - 1260



PROPOSED TITLE OF POSITION	SUGGESTED SALARY RANGE		PRESENT TITLE OF POSITION	DEPARTMENT LOCATION	PRES- ENT SALARY
	RANGE	RATE			
INSTITUTIONAL SERVICE					
Hospital Healper	240- 360	300	Maid	Contag.Dis.Hosp	Per W.C.
Hospital Attendant	600- 900	900	Nurse	" " "	\$900
Housekeeper	600- 900	720	Keeper	" " "	720
CLERICAL SERVICE					
Junior Clerk	420-600				
Asst. Clerk	720-1200	720	Clerk	Mayor's Office	720
		720	Clerk	Purchasing Agent	720
		900	Clerk	Sew. & Garbage	900
		720	Asst. Clerk	Health-Admin.	600
		900	Stenographer	" "	900
		840	Clerk	Labor Exchange	840
		900	Clerk	Improved Water W	960
		900	Clerk	Waterworks	900
		960	Clerk	"	960
		1020	Clerk	"	1020
		1080	Clerk	"	1080
Clerk	1320-1680	1320	Meter Clerk	Waterworks	1320
		1320	Clerk	Improved WaterW	1200
		1560	Clerk	Service Dir.	1500
		1440	Clerk	Health-Admin.	1350
		1560	Clerk	Service. Dir	1500
Chief Clerk	1800-2400	1920	Cashier	Waterworks	1920
		1800	Clerk	Civil Ser.Com	100
		1800	Clerk	Police Div	1500
Bookkeeper	1200-1620	1200	Bookkeeper	Waterworks	1140
		1320	Deputy Auditor	Auditors Office	1300
Cashier	1260-1620	1380	Meter Clerk	Waterworks	1140
Purchasing Agent	1800-2700	1800	Purchasing Agt.	Purchasing Div	1800
Stenographer	720-1200	780	Clerk	Bldg. Insp	780
		780	Stenographer	Service Dir.	780
		960	Stenographer	Waterworks	960
		720	Stenographer	Auditors office	720
Typist (Computing)	900-1440	1200	Machine Oper.(2)	Auditors office	1200
POLICE SERVICE					
Patrolmen	1020-1260	1020	Cadets (24)	Police Div.	1020
		1200	Patrolmen(50)	" "	1200
Sergeants	1320-1500	1440	Sergeants	" "	1400
Detective	1320-1500	1500	Detective	" "	1475
		1500	"	" "	1500
Captain	1560-1800	1680	Captains (2)	" "	1600
Chief	2100-3000	2820	Chief	" "	2650





continued

TITLE	FOREIGN CITIES			A K R O N	
	LOW	HIGH	AVER.	PRESENT	PROP. SAL. RANGE

SKILLED LABOR

Blacksmith	933	1258	1171	998	960 - 1320
Boilermaker	1080	1560	1333	1140	960 - 1320
Caulker			Per Hr. 40		960 - 1080
Machinist (auto)	936	1560	1173	960-1200	900 - 1200
Motor Driver, Truck	936	1248	1038	1080-1248	960 - 1200
Paver	936	1560	1151	1242	900 - 1200
Tapper	936	1440	1099	990-1080	960 - 1200

UNSKILLED LABOR

Cleaner	360	1080	675	480 - 720	480 - 780
Laborer Per Hr.	.25	.30	.252	.35	840 - 960
Caretaker	720	1620	910	900	720 - 1200
Hatchman	600	900	780	900	730 - 1080

In cases where employment is for a short time only the prevailing local rate of wages for skilled and unskilled labor is recommend. The annual salary for these positions is intended for all year services only.



# EXHIBIT II.

## COMPARATIVE TABLE SHOWING PRESENT POSITIONS AND SALARIES AND PRESENT POSITIONS AND SALARIES.

PROPOSED TITLE OF POSITION	SUGGESTED SALARY RANGE	RATE	PRESENT TITLE OF POSITION	DEPARTMENT LOCATION	PRES- ENT SALARY
<u>EXECUTIVE SERVICE.</u>					
Supt. of Pub. Works	1680-2100	1680	Supt of Sewers and Street Repair	Bur. of St. Repr Bur. of Sew. Repr	1500
Supt. of Waterworks	3000-3900	3300	Supt. of Waterworks	Waterworks	3300
Supt of Garbage and Sewage Disposal	1680-2100	1800	Supt of Sew. Dispos Supt of Garb. Col Supt of " Red.	Sewage Disposal Garbage Col. " Reduction	1800
Supt of St. Cleaning	1500-2100	1920	Supt. of Streets	Div. of P. & Highwys	1800

## PROFESSIONAL SERVICE

<u>Chemist Group</u>					
Bacteriologist	1800-2700	2520	Bacteriologist	Health Div of Lab.	2400
Asst. Chemist	1500-2100	2100	Asst. Chemist	Bur. of Filt. W.W.	2000
Chemist	2160-2700	2520	Chief Chemist	" " " "	2400
<u>Engineering Group</u>					
Engineering Assistant	780-1020	780	Flagman	Engineering Div	780
		1020	Chief Checker	" "	1020
		900	Chainman	" "	900
		900	Rodman	" "	900
		900	"	" "	900
		900	"	" "	900
		780	Stakeman	" "	720
		780	Rodman	Improved WaterW.	720
Junior Engineer	1140-1680	1200	Asst. Engineer	Engineering Div	1200
		1560	Eng. of Con.	Bldg. Inspection	1500
		1560	Asst. Engineer	Improved WaterW	1500
Asst. Engineer	1800-2700	1800	Asst to Supt.	Waterworks	1560
		1800	Asst. Engineer	"	1600
		1800	" "	Engineering Div	1800
		1800	" "	" "	1700
		1800	Survey Engineer	" "	1500
		2160	Asst. Engineer	Improved WaterW	2100
		1800	" "	" " "	1800
		1800	" "	" " "	1800
Engineer	3000-3900	3000	City Engineer	Engineering Div.	2700
		3000	Chief Engineer	Improved Water W	3000
Draftsman	1200-1800	1560	Draftsman	Engineering Div	1500
		1200	Draftsman	" "	1200
		1560	Survey Draftsman.	" "	1500
		1200	Draftsman	Improved WaterW	1080
		1200	"	" "	1200
		1200	"	" "	1200
		1320	"	" "	1260
Instrumentman	1200-1800	1200	Transitman	Improved WaterW	1200





PROPOSED TITLE OF POSITION	SUGGESTED SALARY RANGE		PRESENT TITLE OF POSITION	DEPARTMENT LOCATION	PRES- ENT SALARY
	RANGE	RATE			
<u>Nurse Group</u>					
Nurse	900-1080	900	Nurse (2)	Contag. Dis. Hosp.	900
Field Nurse		900	Nurse (7)	Div. of Child Welf.	900
		960	Nurse (11)	" " " "	960
Senior Field Nurse	1140-1440	1200	Supervising Nurse	Div. of Child Welf.	1200
Chief of Nurses		1200	Nurse	" " " "	1200
Director of Field Nurses	1500-2100	1740	Supervising	Div. of Child Welf.	1650
<u>Medical Group</u>					
Epidemiologist	2100-3000	2700	Epidemiologist	Bur. of Commun. Dis.	2500
Physician (Field)	1800-2700	2160	Surgeon	Fire & Pol Dept	2000
				Charities Div.	

### INVESTIGATIONAL SERVICE.

Social Investigator	900-1200	1140	Asst. Director	Charity Div.	1080
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### INSPECTIONAL SERVICE.

Asst. Bldg. Inspector	1200-1440	1200	Asst. Electrical	Building Insp.	1200
		1200	" Building	" "	1200
		1200	Asst. Plumbing	" "	1200
Building Inspector	1440-1680	1560	Elec. Inspector	Building Insp	1500
		1560	Plumbing "	" "	1500
Chief Bldg. Insp.	1800-2700	2160	Chief Bldg. Insp	Building Insp	2000
Health Inspector Sanitation Food	900-1500	900	Sanitary Pol. (3)	Health San. Div	900
		1200	Dog Catcher (1)	" " "	1200
		960	Sanitary Pol. (1)	" " "	960
		1500	Dairy & Food Insp	Health Food Insp	1500
		1200	Asst. Dairy & F "	" " "	1200
Inspector of Meters	900-1200	900	Helper	W.W. Bur. of Eng	840
		900	" (2)	" " " "	900
		1080	Foreman	" " " "	1080
		1080	Meter readers (3 )	WaterW. Distrib.	1050
		1140	" "	" "	1110
		1020	" "	" "	990
		1140	Meterman	" Outlay	1110
		1080	" "	" "	1080
		1200	Asst. Meter Foreman	" Maint.	1200
		960	Inspector	" Distrib.	960
		1560	Meter Foreman	" Admin.	1500
Chief Insp. of Meters	1320-1800				
Insp. of Public Works Highways Sewers Watermains	1200-1650	1680	Chief Inspector	Engineering Div	1650
		1200	Inspectors (2)	Improved WaterW	900
		1200	" (1)	" "	1200
Force Main Patrolman	900-1260	1140	Force Main Patrol.	WaterW. Distrib	1140
Water Shed Inspector	900-1260	1020	Reservoir Tender	" Supply	1020
		1080	" "	" Distrib.	1080



TITLE	FOREIGN CITIES			A K R O N	
	LOW	HIGH	AVER.	PRESENT	PROPOSED SAL. RANGE

#### INSTITUTIONAL

Hospital Helper	324	720	408	236	224 - 520
Hospital Attendant	425	780	520	900	600 - 900
Housekeeper	300	720	527	840	600 - 900

#### CLERICAL

Junior Clerk	480	2200			420 - 600
Assistant Clerk	480	2200		540 - 1500	720 - 1200
Clerk	480	2200		1200 - 1500	1320 - 1680
Chief Clerk	1500	3500	2105	1920	1800 - 2400
Bookkeeper	780	1980	1440	1140	1200 - 1620
Cashier	900	1800	1388	1320	1260 - 1620
Purchasing Agent	1500	4500	2372	1800	1800 - 2700
Stenographer	520	1600	1066	720 - 960	720 - 1200
Typist ( Computing)	900	1380	1140	1200	900 - 1440

#### POLICE

Patrolmen	900	1400	1086	1200	1020 - 1260
Sergeants	1080	1750	1350	1400	1320 - 1500
Detective	1260	1800	1384	1475	1320 - 1500
Captain	1380	3000	2007	1600	1560 - 1800
Chief of Police	2200	4000	3251	2650	2100 - 3000

#### FIRE

Fireman	780	1400	1014	1200	1020 - 1260
Engineman	1140	1650	1333	1320	1260 - 1440
Lieutenant	960	1800	1326	1326	1320 - 1500
Captain	1140	2000	1452	1440	1560 - 1800
Chief of Fire Department	2400	4104	3260	2650	2100 - 3000
Lineman	1020	1400	1175	1326	1200 - 1440
Supt. of Fire Dept. Svst.	1200	2200	1630	1452	1500 - 1800
Mechanic	1140	1560	1284	1326	1200 - 1440
Supt. of Machinery	1320	2004	1640	1500	1500 - 1800
Firewarden	1824	2200	1961	1452	1620 - 1860

#### UNSKILLED LABOR

Fireman	780	1092	967	1080	900 - 1080
Oiler	720	1092	921	1080	960 - 1080
Enginman	1004	1920	1530	1080 - 1380	1080 - 1500
Chief Enginman	1300	2820	2040	2400	1800 - 2700
Filter Helpers	900	960	930	1020	900 - 1020
Filter Operator	1080	1200	1140	1080	1080 - 1200
Charging Men	780	900	840	1080	1080 - 1200
Foreman.	873	1920	1244	906 - 1200	1200 - 1320
Foreman, General	873	1920	1244	1440	1380 - 1680
Foreman, St. Cleaning	873	1920	1244	1248	1320 - 1500





PROPOSED TITLE OF POSITION	SUGGESTED SALARY RANGE		PRESENT TITLE OF POSITION	DEPARTMENT LOCATION	PRES- ENT SALARY
	RANGE	RATE			

### FIRE SERVICE

Fireman	1020-1260	1020	Cadets (30)	Fire Dept.	1020
		1200	Firemen (29)	" "	1200
Lieutenant	1320-1500	1320	Lieutenant (10)	" "	1326
Engineman	1260-1440	1320	Asst. Engineer (4)	" "	1260
			Engineers (2)	" "	1320
Captain	1530-1800	1560	Captains (10)	" "	1440
Chief of Department	2100-3000	2820	Chief	" "	2650
Lineman	1200-1440	1380	Linemen (2)	" "	1300
Supt. of Signal Sys.	1500-1800	1500	Supt.	" "	1452
Mechanic	1200-1440	1380	Mechanic	" "	1326
Supt. of Machinery	1500-1800	1500	Supt of Machinery	" "	1500
Fire Warden	1620-1860	1620	Fire Warden	" "	1452

### SKILLED LABOR

Fireman	960-1080	1080	Fireman	Water W. Pump.	1080
Oilers	960-1080	1080	Oilers	" " "	1080
Engineman	1080-1500	1080	Asst. Engineer	" " "	1080
		1080	" "	" " "	1080
		1080	" "	" " "	1080
		1380	" "	" " "	1380
		1380	" "	" " "	1380
		1380	" "	" " "	1380
		1380	" "	" " "	1380
		1380	" "	" " "	1380
Chief Engineman	1800-2700	2520	Chief Engineer	" " "	2400
Filter Helper	900-1020	1020	Filter Helper	" " Filt.	1020
		1020	" "	" " "	1020
		1020	" "	" " "	1020
Filter Operator	1080-1200	1080	Filter Operator	" " "	1080
		1080	" "	" " "	1080
		1080	" "	" " "	1080
Charging Men	1080-1200	1080	Charging men	" " "	1080
		1080	" "	" " "	1080
		1080	" "	" " "	1080
Foreman	900-1320	900	Operator	Sewage Disposal	900
		1200	S. Foreman	Water W. Maint	1200
		1200	St. Foreman	" " "	1200
Foreman (General)	1380-1680	1560	St. Foreman	" " Distrib	1440
Foreman (Stl Cleaning)	1320-1500	1320	Foreman	St. Cleaning PerDa.	\$4.
Blacksmith	960-1320	1020	Blacksmith	City Y. & Dmp. " "	3.20
Boiler Maker	960-1320	1140	Boiler & Repr Man	Water W. Pump.	1140
Caulker	960-1080	1020	Caulker	" " " PerDa.	\$3.20
Machinist (Auto)	900-1200	960	City Mechanic	Garage Div.	1200
		1200	Auto Repr. Man	Water W. Maint.	960
Motor Driver (Truck)	960-1200	1080	Truck Driver	" " Distrib	1080



PROPOSED TITLE OF POSITION	SUGGESTED SALARY RANGE		PRESENT TITLE OF POSITION	DEPARTMENT LOCATION	PRES- ENT SALARY
	RANGE	RATE			
Paver	900-1200		Paver	St. Repair	
Tapper	960-1200	1020	Tapper	WaterW. Outlay	990
		1080	Tapper	" " "	1080

### UNSKILLED LABOR

Caretaker	840-1200	900	Janitor	WaterW. Pump.	900
		900	"	" " "	900
		960	"	Div. of Markets	960
Cleaner	480-780	480	Janitres, C.S.	Dir. of Publ. Bldg	480
		480	Janitor City Hall	" " " "	480
		600	" " "	" " " "	600
		720	" Comfort Sta	" " " "	720
		720	" City Hall	" " " "	720
Laborer	840-960	960	Coal Wheelers	WaterW. Pump.	960
		960	" "	" " "	960
		960	" "	" " "	960
		900	Laborer	Sewage Dispos. Per Da	\$2.80
		900	"	" " "	" " 2.80
		900	"	" " "	" " 2.80
		900	"	" " "	" " 2.80
		900	"	" " "	" " 2.80
Watchman	780-1080	900	Night Watchman Oper.	" "	900





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Report on standardization of salaries an



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